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Governor


COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET

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Greg Thomas  
Secretary

MEMORANDUM

**TO:** All KYTC Prequalified Environmental Consultants

**FROM:** David M. Waldner, P.E., Director  
Division of Environmental Analysis 

**DATE:** October 3, 2016

**SUBJECT:** Consultant Performance Evaluations

The Division of Environmental Analysis (DEA) announces that, effective immediately, it will initiate consultant performance evaluations for all environmental statewide contracts as well as environmental work conducted by a lead environmental sub-consultant to a prime design consultant. Assessment results will be documented using a form that has been developed specifically for review of environmental work completed for the KYTC and is provided as an attachment.

These evaluations will provide much needed and requested feedback to our statewide contract holders as well as other environmental consultants working on highway projects. The results of these evaluations will aid in selecting consultants for future work, including the two-year statewide contracts, will provide quantitative objective information for Consultant Selection Committees and will aid consultants when they select sub-consultants and partners. These evaluations will also serve as a means for DEA to provide valuable feedback to consultants identifying areas of strength as well as those that may need to be improved to better meet KYTC expectations.

For Letter Agreements (LA) of \$10,000 or more issued under statewide contracts, evaluations will be completed upon receipt of a final invoice. These evaluations will be mailed to consultants within two weeks following approval of the final invoice. Work completed by each consultant under LAs of less than \$10,000 will be cumulatively reviewed on a quarterly basis. These evaluations will be based upon the average performance of those LAs completed within a given quarter. Consultants can expect to receive their evaluations within two weeks of the close of each quarter. In the case that an environmental consultant is hired as a subcontractor through a Division of Highway Design contract, an evaluation form will be filled out by the DEA, mailed to the consultant within two weeks of task completion and a copy will also be sent to the Division of Design for consideration when evaluating performance of the Design Consultant. Results of all reviews will be provided to the Division of Professional Services.

Much like with the DEA Guidance and Accountability Forms, evaluation shall be provided for the consultant under contract with the Cabinet, which will not necessarily be the consultant who conducted the work, if a sub-consultant is involved. The exception to this will be with a contract like those administered by the Division of Highway Design that includes both Design and Environmental tasks. In those cases, though the primary environmental consultant involved with the project is working as a sub-consultant, the assessment will provide feedback for the lead environmental firm.

Any questions related to this process should be directed to Danny Peake or David Waldner at (502)564-7250.



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